**Department of Energy**
**Acquisition Regulation**

**No. AL-2000-09**
**Date 10/11/00**

# ACQUISITION LETTER

The Procurement Executive is issuing this Acquisition Letter through a delegation from the Secretary and under the authority of the Federal Acquisition Regulation (FAR), Section 1.301(a)(2).

**Subject:** **Source Selection Authority**

**References:** FAR 15.303;
Memorandum dated December 15, 1999, Delegation of Source Selection Official Authority.

## When is this Acquisition Letter (AL) Effective?

This AL is effective 10 business days from the date of issuance.

## When does this AL Expire?

This AL remains in effect until superseded or canceled.

## Who is the Point of Contact?

Contact **Cynthia Yee,** Office of Management Systems, at (202) 586-1140, or Cynthia.Yee@hq.doe.gov .

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## What is the Purpose of this AL?

This Acquisition Letter establishes levels for delegation of Source Selection Authority for the Department's procurement actions.

## What is the Background?

In April 1995, a Secretarial Decision Memorandum established source selection authority levels within the Department. Source selection authority for performance-based management contracts was delegated to the Associate Deputy Secretary for Field Management. For all other procurement actions using formal source selection procedures, the Head of the Contracting Activity was delegated unlimited source selection authority, and authorized to redelegate that authority with the concurrence of the cognizant Assistant Secretary and the Procurement Executive.

Since then, Federal and Departmental procurement improvement initiatives, including the National Performance Review, the Contract Reform Team, and the Department's Total Quality Management initiative, made recommendations addressing the Department's source selection process. As a result of these recommendations, a review was conducted focusing on the Department's source selection process. Findings of that review indicated a need to revise and streamline the source selection process.

Additionally, the Office of Field Management was renamed the Office of Field Integration in 1999. That Office was subsequently abolished as a result of Congressional budget action. Due to these changes, Source Selection Authority had to be realigned to be consistent with the Department's organizational structure. In a memorandum dated December 15, 1999, which was signed by the Secretary on January 4, 2000 (copy attached), Source Selection Authority was re-delegated as outlined below.

## What is the revised Source Selection Authority?

✓ The Procurement Executive is the Source Selection Authority for all procurements of major facility management contracts, including management and operating, management and integration, and environmental remediation management contracts, and all strategic systems acquisitions, as defined in DOE Order 430.1A, Life Cycle Asset Management. The Administrator of NNSA is the Procurement Executive for NNSA contracts. This Source Selection Authority may be redelegated.

✓ The Heads of the Contracting Activities (HCAs) are granted source selection authority for all other procurement actions. This authority may be redelegated.

The delegations of source selection authority to the HCAs are in addition to and do not otherwise affect the existing individual delegations of authority which have been granted to the HCAs.

**Department of Energy**
Washington, DC 20585
December 15, 1999

MEMORANDUM FOR THE SECRETARY

FROM: DAVID M. KLAUS, DIRECTOR
OFFICE OF MANAGEMENT AND ADMINISTRATION

VIA: T. J. GLAUTHIER
CHIEF OPERATING OFFICER

SUBJECT: DELEGATION OF SOURCE SELECTION OFFICIAL AUTHORITY

ISSUE: On April 21, 1999, the Secretary of Energy directed that a number of changes be implemented to the Department's management structure, including the renaming of the Office of Field Management to the Office of Field Integration, with attendant responsibilities, and the establishment of a Principal Deputy for Operations position within each Lead Program Secretarial Office. Subsequently, the Office of Field Integration was abolished as a result of Congressional budget action. In light of recent changes, the existing delegation of Source Selection Official authority needs to be realigned consistent with the Department's organizational structure.

BACKGROUND: By Secretarial Memorandum, approved on April 10, 1995 (copy attached), the Associate Deputy Secretary for Field Management was provided with unlimited Source Selection Official authority for all competitive procurements of performance-based management contracts with authority to redelegate. In addition, the Head of the Contracting Activity was provided with unlimited source selection authority for all other procurement actions using formal source selection procedures, with authority to redelegate this authority with the concurrence of the cognizant Assistant Secretary and the Procurement Executive.

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DISCUSSION: The Source Selection Official should be determined on a case-by-case basis after consideration of the estimated acquisition value including options, as well as the contract type. Given the crosscutting responsibilities of the Procurement Executive, that individual is in the best position to identify the appropriate Departmental official to whom Source Selection Official should be delegated.

RECOMMENDATION: That the levels of Source Selection authority be revised to provide Source Selection Official authority to: (1) the Procurement Executive for all procurements of major facility management contracts (including management and operating, management and integration, and environmental remediation management contracts) and all major systems acquisitions (as defined by DOE Order 4700.1, Project Management Systems); and 2) Heads of Contracting Activities for all other procurement actions using formal source selection procedures. The authority provided may be redelegated; however, any such redelegation must be coordinated with the cognizant lead principal secretarial officer.

Attachment

APPROVED: Bill Richardson

DISAPPROVED: _____

DATE: 1/4/2000